

COMPENSATION

The current annual base salary range is \$43,320 to \$47,760 (DOE). NOTE: Salary negotiations are currently in progress, with an expected salary increase. The City is a member of PERS 3% at 50 plan, pays for all retirement contributions and offers PERS health insurance plans for employees (+ dependents), including medical, dental and vision insurance. In addition to 13 ½ annual holidays, employee will accrue 12 vacation and 12 sick leave days for the first 2 years of employment (vacation accrual increases to 23 days per year with 15 years service). Sworn personnel receive \$800.00 uniform allowance annually, received quarterly.

We offer a full benefit package that includes three longevity steps of five percent at year 7, 11, and 20, and 2.5% for POST Intermediate and Advanced Certificates, and MORE!

SELECTION PROCESS

Applicants are required to complete a City of Auburn Application for Employment and submit a current resume. Applications will be accepted until 5:00 P.M. Friday October 14, 2005.

Only the most qualified candidates in relationship to the needs of the Auburn Police Department will be invited to participate in a testing process. Offers of employment are contingent upon successful completion of a comprehensive job-related background investigation, along with both psychological and medical examinations, as well as a polygraph.

APPLICANTS

Applications may be obtained via our website
www.auburn.ca.gov, or at:

City of Auburn
Police Department
1215 Lincoln Way
Auburn, CA 95603

Questions may be referred to Administrative Assistant
Dorcas Reilly at (530) 823-4237, x204

CITY OF AUBURN



POLICE OFFICER

APPLICATION DUE BY 5:00 PM
OCTOBER 14, 2005

THE COMMUNITY

Bordered by the American River Canyon, and nestled in the foothills of the Sierra Nevada Mountains, Auburn is an historic gold mining community. From its origins in the 1850's, Auburn has emerged as a community of strong historic character, yet serves as a growing economic center. Once rich in agriculture and mining, the city is now home to cutting edge technology and the computer industry. Today, the City comprises approximately 7.5 square miles and has a population of 12,600.

The City is located on the western slope of the Sierra Nevada Range at elevations between 1,000 and 1,400 feet. This provides the advantage of being above the valley fog and below the Sierra snow line. At the crossroads of I-80 and Highway 49, Auburn is the county seat of Placer County and is an important retail trade center. The City is emerging as a destination point for those enjoying the variety of activities available in the area from white water rafting, horse back riding and hiking, to the historic ambiance of the Old Town and Downtown areas providing unique shopping and dining experiences.

The City of Auburn operates under the Council-Manager form of municipal government. Council members are elected at large to four-year terms of office. Council members are elected alternately at the general election in November of even-numbered years. The Mayor and Mayor Pro tem are elected by the City Council each November, usually for one-year terms.

THE POSITION

The City of Auburn is currently accepting applications for the position of Police Officer. Under general direction, this person must be able to perform responsible law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to make investigations of crimes and incidents; to perform special assignments; and to do related work as required.

EXAMPLE OF DUTIES

- Performs general patrol on an assigned shift
- Conducts property checks on businesses and homes for burglary and other criminal activities
- Stops and questions suspicious persons
- Assists with vehicle and medical emergencies
- Maintains good public relations
- Assists other law enforcement agencies
- Issues citations for violations of laws and ordinances
- Prepares reports of incidents and investigations
- Contacts victims, witnesses and suspects for detailed interviewing when required
- Secures statements
- May have responsibility for preserving evidence at scenes of incidents and following up on investigations
- Appears in court proceedings when summoned
- Serves warrants
- Transports, books and has responsibility for the care and safety of detained persons
- Issues traffic citations and performs traffic control work
- Does accident investigations
- Provides back-up coverage for the City's emergency dispatching and communications functions
- Performs a wide range of law enforcement and community assistance duties.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation.
- Criminal law with particular emphasis on the apprehension, arrest and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.

- Basic criminal investigation procedures and techniques, including crime scene investigation, interrogation, fingerprinting and booking.
- Recent court decisions on arrest procedures and the handling of suspects and detained persons.
- Use and care of firearms.
- Report writing.

Ability to:

- ❖ Perform a wide range of law enforcement assignments.
- ❖ Secure information from others at the scene of incidents.
- ❖ Demonstrate keen abilities of observation and memory.
- ❖ Think quickly and act calmly in emergency situations.
- ❖ Understand and carry out oral and written instructions.
- ❖ Prepare accurate incident and case reports.
- ❖ Use and care for firearms and other police equipment.
- ❖ Meet established standards of physical endurance, agility, health and vision.
- ❖ Tactfully and effectively represent the Police Department in public contacts.
- ❖ Establish and maintain cooperative working relationships.
- ❖ Type reports using department computers.

EDUCATION AND EXPERIENCE

High school graduate or G.E.D. Certificate and possess an Associates of Arts Degree or sixty-five (65) college units in law enforcement or a related field. Two (2) years of previous law enforcement experience in a local government agency may be substituted for one (1) year of college. A minimum of thirty-five (35) college units is required.



City of Auburn

Application for Employment

1225 Lincoln Way, Auburn, CA 95603
530/823-4211
FAX 530/823-4209

POSITION APPLIED FOR:			
NAME (Last, First, Middle):		SOCIAL SECURITY NO.:	
MAILING ADDRESS		VALID CALIFORNIA DRIVERS LICENSE NO.:	
HOME PHONE: ()	WORK PHONE: () Ext.	MESSAGE PHONE: ()	
CITIZENSHIP: If you are not a U.S. citizen, do you have the legal right to remain permanently in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		WILL YOU ACCEPT: Part-Time Work? <input type="checkbox"/> Yes <input type="checkbox"/> No Temporary Work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
EDUCATION AND TRAINING			
High School Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No		Passed Equivalency Test: <input type="checkbox"/> Yes	
Name/Location of College	Course of Study	Completed Semester Units	Degree Obtained
Correspondence, Trade or Service Schools:		Course of Study:	
Certificates of Training, Licenses or Professional Registration:		Certificates in Typing and/or Stenography or Estimate of Proficiency: Typing Level: _____ WPM Steno Level: _____ WPM Date Issued: _____ Date Issued: _____	
Describe fully any job-related skills, knowledge or special training you may possess. Please include any software programs in which you are proficient:			
If your answer to any of the following questions is yes, please give details in the column to the right:			
1. Have you, as an adult, been convicted (including payment of a fine or placement on probation) of a violation of the law, excluding minor traffic infractions (i.e., speeding or parking tickets)? A fingerprint check may be made. A 'yes' answer will NOT automatically disqualify you.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Question # Remarks _____ _____ _____ _____
2. Do any of your relatives work for the City? If so, list their names and positions. A 'yes' answer will NOT automatically disqualify you.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____
3. Have you ever been discharged from a position, terminated during probation or asked to resign from a position? If 'yes,' give name and address of employer, date of occurrence, and the reason. CITE ALL SUCH CASES. Add additional pages if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____

The City of Auburn is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ancestry, medical condition, or physical or mental disability.

WORK EXPERIENCE

DO NOT indicate 'See Resume.' This section must be completed even if supplemented by a resume. List all jobs in the last 10 years, including military service. Be specific in describing your duties. BE SURE TO LIST EACH CHANGE IN TITLE OR PROMOTION SEPARATELY. If qualifying experience is part-time or voluntary, list the number of hours per week spent performing the work. Give specific details on the experience that you believe meets the entrance requirements for the position for which you are applying. Go back more than 10 years if necessary. Attach additional pages if necessary. Begin with your present job and work backwards.

MAY BE CONTACT YOUR PRESENT EMPLOYER? ☐ Yes ☐ No

From: Month Year	To: Month Year	Exact Title of Position:	Hours Worked Per Week:
EMPLOYER (Name and Address)		Your Duties Included:	
SUPERVISOR (Name)		(Supervisor Title and Telephone No.)	
REASON FOR LEAVING (be specific):		Number of Employees Supervised:	Beginning Salary: Ending Salary:
From: Month Year	To: Month Year	Exact Title of Position:	Hours Worked Per Week:
EMPLOYER (Name and Address)		Your Duties Included:	
SUPERVISOR (Name)		(Supervisor Title and Telephone No.)	
REASON FOR LEAVING (be specific):		Number of Employees Supervised:	Beginning Salary: Ending Salary:
From: Month Year	To: Month Year	Exact Title of Position:	Hours Worked Per Week:
EMPLOYER (Name and Address)		Your Duties Included:	
SUPERVISOR (Name)		(Supervisor Title and Telephone No.)	
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From: Month Year	To: Month Year	Exact Title of Position:	Hours Worked Per Week:
EMPLOYER (Name and Address)		Your Duties Included:	
SUPERVISOR (Name)		(Supervisor Title and Telephone No.)	
REASON FOR LEAVING (be specific):		Number of Employees Supervised:	Beginning Salary: Ending Salary:

CERTIFICATION OF APPLICANT

I certify all information shown in this application is true and correct to the best of my knowledge. I understand that my employment may be contingent upon the successful completion of the background investigation/reference checks. I agree to submit to a medical examination and, upon employment, to furnish such proof of age and citizenship as may be required.

I hereby authorize all organizations and persons listed in this application ☐ including ☐ excluding my current employer to release any information requested by the City of Auburn for reference purposes. I release said organizations and persons from liability for any damage whatsoever resulting from providing such information in good faith.

I understand and agree that any misstatement or omission of material facts herein may subject me to a disqualification or dismissal.

SIGNATURE _____

DATE _____